

## Renew my Passport

# CAN YOU RENEW YOUR U.S. PASSPORT BY MAIL?



You can renew by mail if you answer 'yes' to ALL 5 statements below about your passport.

**1.**

You have your passport in your possession to submit with your application.



**2.**

It's undamaged other than normal wear and tear.



**3.**

Was issued when you were age 16 or older.

**16+**

**4.**

Was issued within the last 15 years.



**5.**

Was issued in your current name or you can document your name change.



If you answered 'NO' to any statement, you must apply in person.

## How to Renew – by mail

### 1. Fill Out Form DS-82

**DS-82: U.S. Passport Renewal Application for Eligible Individuals**



**Please note:**

- The Form Filler will select the correct form for you based on the information you input. It may generate a different form from what you expect.
- You must provide a Social Security number, if you have been issued one, in accordance with [22 U.S.C. 2714a](#) and [22 C.F.R 51.60\(f\)](#).
- If you do not have a Social Security number, you must submit a statement, signed and dated, that includes the phrase, "I declare under penalty of perjury under the laws of the United States of America that the following is true and correct: I have never been issued a Social Security Number by the Social Security Administration."
- You can renew a passport book, a passport card, or both documents.
- You must complete all pages of the form and sign and date it (must be in English).
- Print and write legibly in block letters.
- All applications must be filled out in black ink.
- If you cannot meet all of the above conditions, you will need to visit our [website](#) and schedule an appointment to renew your passport.

## **2. Submit Your Most Recent Passport**

You must submit your most recent passport with your application. While the passport application is undergoing processing, the Department of State will have your passport.

The mail-in application option is provided for your convenience and cannot be expedited. If you choose this option, we strongly recommend that you make copies of your U.S. passport, your immigration stamp with duration of stay in Trinidad and Tobago, and your Dual Citizenship stamp (if you are also a citizen of Trinidad and Tobago).

**Please note:**

- Your U.S. passport book and/or [card](#) must meet all of the requirements listed at the top of this page.
- Your old passport book and/or card will be returned to you with your new passport.

### **3. Include Name Change Documents (if applicable)**

If the name you are currently using is different from the name on your most recent U.S. passport, you must provide a **certified copy of the legal name change document**. Examples include:

- Marriage certificate
- Divorce decree
- Court-ordered name change document

Your name change document will be returned to you with your new passport.

**Please note:**

- The United States and Trinidad and Tobago are both parties to the 1961 Hague Convention, and thus should recognize each other's publicly (non-Embassy) notarized documents. To save time and money, we recommend individuals who need to provide a certified copy of their legal name change document work with a local, Trinidadian or Tobagonian notary public. The notarized documents must be accepted by the United States if they have the TT apostille stamp. The apostille service is provided by the Ministry of Foreign Affairs, is free, and requires two days. Additional information can be found on the [Trinidad and Tobago's government website](#).
- If you are unable to provide a certified copy of the legal name change document, you will need to visit our [website](#) and schedule an appointment to renew your passport.

## 4. Provide a Photo

Attach one photograph to the application. To avoid processing delays, be sure your photo meets all the [photo requirements](#).

### Please note:

- Staple the photo to the application. Please use 4 staples vertically in the corners as close to the outer edges as possible.
- Do not bend the photo.
- You cannot wear eyeglasses in your passport photo (unless you have a signed note from your doctor that you can include with your application).

## 5. Calculate Fees

Product	Form	Application Fee (TT\$)
Passport Book	<a href="#">DS-82</a>	\$753.50
Passport Card	<a href="#">DS-82</a>	\$205.50
Passport Book & Card	<a href="#">DS-82</a>	\$959.00

Personal checks are not accepted. For passport renewals by mail, we can only accept TT\$ certified checks issued by your bank in Trinidad and Tobago.

The TT\$ certified check must be made payable to “U.S. Disbursing Officer”.

### Please note:

- The U.S. Embassy can only receive TT\$ certified checks for mail-in passport applications. If you are applying in person, you must pay with cash (U.S. dollars or Trinidad and Tobago dollars) or by credit card.

## 6. Mail Completed Application

Visit a TTPOST location and purchase Trackpaks as required below

TTPOST Envelope size	Estimated Cost (TT dollars)
<b>One (1) Foolscap</b> – For mailing passport application packet to U.S. Embassy	\$27.50
<b>One (1) A5</b> – For return mail of new passport book – please put the A5 envelope inside the Foolscap Envelope	\$25.00
<b>One (1) A5</b> – For return mail of passport card (if applicable) – please put the A5 envelope inside the Foolscap Envelope	\$25.00

### Inside Trinidad and Tobago:

Before sending us your completed passport application packet, please make sure the packet contains ALL required items including your:

- **Signed** application form (DS-82) (we cannot process without the signature)
- Most recent passport
- Name change document (if applicable)
- Color photo (taken in last six months)
- Fees (TT\$ certified check issued by your bank)
- Trackpaks

**Note: Please remove the first tracking label (labeled Customer Copy) of your TTPOST Trackpak(s) and keep it. You can then use this tracking label to track the delivery status of your processed passport with TTPOST.**

From a TTPOST location in Trinidad and Tobago, mail your completed passport application packet, including your signed application form (DS-82), most recent passport, name change document (if applicable), photo, fees, and required Trackpaks through TTPOST courier to:

EMBASSY OF THE UNITED STATES OF AMERICA  
c/o Consular Section – American Citizen Services  
2 Marli Street  
Newtown 190203

**Please note:**

- Mail-in passport renewals take approximately 2-3 weeks, so plan your travel accordingly.
- The actual printing of the passport books takes place at the National Passport Processing Center in the United States, where a passport incorporating a digitized image and other enhanced security features can be produced.
- Your new passport will be returned to you via TTPOST courier in approximately 10-15 business days.

**Questions?**

Please email [acspos@state.gov](mailto:acspos@state.gov)

Additional information on U.S. passport applications worldwide can be found on the [U.S. Department of State website](#).

**FAQs**

**Can I renew my passport if it's still valid?**

Yes. Your passport does not have to be expired for you to renew it. If you want to renew both a valid passport book and passport card, you must submit both documents. For example, if you can submit a passport book, but you lost your passport card, you cannot renew the passport card. If you want to renew either a valid book or a card, you must submit the specific document you want to renew.

We recommend renewing your passport well ahead of any planned international travel, even if it still has a few months validity left on it. Some countries require that your passport be valid at least six months beyond the dates of your trip. Learn more about your [destination's entry requirements](#).

### **Can I renew my passport if it's expired?**

Yes, but the passport must have been issued within the last 15 years.

In addition, you must have the passport in your possession, it cannot be damaged, you must have been age 16 or older when the passport was issued, and it must have been issued in your current name or you must show legal proof of your name change.

### **Once I renew my passport, can I use a valid visa with my old passport?**

Yes. Once you receive your new passport, your old passport is not valid for international travel. However, if your old passport is linked to a valid visa, you can still use the valid visa. You must travel with both your new and old passport in this case.

### **Will I get a new passport number when I renew my passport?**

When you receive your new passport, the number on the document will be different from the number on your previous passport.

#### **Please note:**

- Update your [DHS Trusted Traveler](#) account with your new passport information.